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## Job details

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**Bulletin Number** 3000BR

**Type of Recruitment** Open Competitive Job Opportunity

**Department** Mental Health

**Position Title** COMMUNITY WORKER

**Exam Number** 28103O

**Filing Type** Open Continuous

**Filing Start Date** 11/09/2011

**Salary Type** Monthly

**Salary Minimum** 2257.45

**Salary Maximum** 3289.09

**Position/Program Information** Positions allocable to this journey-level class work under the supervision of health, mental health, or social services professional staff to assist in the provision of services to clients and patients by performing clerical, caregiver, homemaker, and other sub-professional duties. Incumbents must demonstrate knowledge and understanding of the health, mental health, or social services programs to which the position is assigned and the problems of the community group being served.

### Essential Job Functions

Facilitates relations between the agency and the community by communicating agency policies and programs to clients, patients, family members, and community residents and conveying community cultural patterns and attitudes to agency professional staff.

Receives service referrals from social workers and eligibility workers to assist welfare recipients in a variety of ways such as obtaining food stamps and housing.

Serves as an advocate for client/patient access to departmental and community resources.

Assists clients, patients, family members, and caregivers in obtaining and completing application forms for benefits and services.

Provides emergency services to clients by making referrals to

appropriate supportive agencies and arranging for emergency shelter.

Takes medical, mental health, family, social, and employment histories and assists clients and patients in completing necessary forms.

Informs pregnant teenagers and their families of available medical, mental health, and social services, adoption agencies, and prenatal care providers; educates women in the various methods of birth control.

Facilitates client development of independent living skills by conducting support groups in subjects such as housekeeping, cooking, shopping, household budgeting, use of public transportation, and attendance to personal grooming and hygiene.

## Requirements

### **Selection Requirements:**

**Option I:** Six months of full-time experience working with the public or with community groups performing duties such as interviewing clients or patients concerning health or social service matters, answering questions, and providing information about health, mental health, and social services to clients or patients -OR-

**Option II:** Six months of experience as a Mental Health Peer Advocate in the service of Los Angeles County.\*

**Work performed part-time in the specified capacities will be prorated on a month-for-month basis.**

## Physical Class

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

## License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

## Special Requirement Information

**\*To qualify, applicants must currently holding the Los Angeles County payroll title of Mental Health Peer Advocate . NO OUT-OF-CLASS EXPERIENCE WILL BE ACCEPTED.**

## Examination Content

This examination will consist of an evaluation of experience based on application information weighted 100%.

**Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.**

## Special Information

Past and present mental health clients and family members are encouraged to apply.

## Vacancy Information

The resulting eligible register for this examination will be used to fill vacancies in the Department of Mental Health.

## Eligibility Information

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

**Retake:** No person may compete for this examination more than once every twelve (12) months.

**Job Opportunity Information**

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

**Veterans Preference Credit:** Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

**County of Los Angeles Information**

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which

may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

**Application and  
Filing  
Information**

**APPLICATIONS MUST BE FILED ON-LINE ONLY.  
APPLICATIONS SUBMITTED BY U.S.MAIL, FAX OR IN PERSON  
WILL NOT BE ACCEPTED.**

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification. We may reject your application at any time during the selection process.

Without prior notice, we may close this examination at any time.

**INSTRUCTIONS FOR FILING ONLINE:**

Apply online by clicking on the link above this bulletin that reads, "Apply to Job" so you can apply online and track the status of your application and get notified of your progress by email.

We must receive your application by 5:00 pm, PST, on the last day of filing.

ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (i.e. 000-00-0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION.

**Computer and internet access at libraries:**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**No sharing User ID and Password:** All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

Applicants must complete and submit their applications, upload required documents (e.g. Resume and/or additional examination related documents, etc.,) as attachment(s) at the time of filing.

Note: If you are unable to attach the required documents, you may fax them to (213) 637-5892 or email to [fman@dmh.lacounty.gov](mailto:fman@dmh.lacounty.gov) within five (5) business days of on-line filing. Please include examination number and examination title.

<b>Department Contact Name</b>	Francis Man
<b>Department Contact Phone</b>	(213) 637-0793
<b>Department Contact Email</b>	<a href="mailto:fman@dmh.lacounty.gov">fman@dmh.lacounty.gov</a>
<b>ADA Coordinator Phone</b>	(213) 738-2823
<b>Teletype Phone</b>	(800) 735-2922
<b>California Relay Services Phone</b>	(800) 735-2922

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